

DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS COMPANY
27TH TRANSPORTATION BATTALION
APO AE 09096

17 April 2004

Single Soldiers Quality of Life Policy
Standard Operating Procedures – (change 1)

1. **PURPOSE:** To establish standard of maintenance and cleanliness as well as provide a high quality of life for those residing in the soldiers quarters (SQ), located on the 4th floor of building 1204, Wiesbaden Army Airfield (WAAF).
2. **REFERENCE:** AR 210-11
3. **SCOPE:** This SOP applies to all soldiers assigned to the HHC, 27th Transportation Battalion who are single or unaccompanied SSGs and below residing in the SQs.
4. **RESPONSIBILITIES:** The health, welfare and morale of individuals residing in SQs are ultimately the responsibility of the Commander. Implementation of this SOP will be delegated to his/her floor NCOICs. It is the responsibility of all individuals residing in the SQs to familiarize themselves with this SOP and adhere to it at all times.
5. **SQ SPACE UTILIZATION:** All room assignments will be made using the guidelines set forth by the Single Soldiers Quality of Life (SSQOL) Policy. All single and unaccompanied SSGs and below will be required to live in SQs unless the soldier has an approved exception to policy to reside off-base signed by the BSB Commander. All SSGs and SGTs will be given a single room. These soldiers will not share a room with another soldier. SPCs will initially be given a single room, but if the situation dictates, they may have to share a room with a soldier of the same grade and gender due to space requirements. This will not be invoked unless absolutely necessary. At no time will soldiers of the opposite gender occupy adjoining rooms. All room assignments will be made by the First Sergeant.
6. **MAINTENANCE:** Billets personnel, SSG and below, with the exception of the floor NCOICs, will be assigned details in the following areas:

COMMON AREAS:

A. UTILITY CLOSET

1. Cleaning equipment neatly in place and cleaned (broom heads, cleaning buckets, etc).
2. Mops – rinse out and hung outside of barracks on mop rack.
3. Sink – cleaned inside and out.

B. HALLWAY

1. Floor – swept daily, mopped weekly.
2. Stairwell and Landing – swept daily, mopped and railing dusted weekly.

C. KITCHEN

1. Oven/Stove – cleaned and free from food debris after each use.
2. Refrigerator – cleaned and free of spills and debris; unmarked food and food containers thrown away.
3. Sinks – cleaned after each use.
4. Floor – swept daily, mopped weekly.
5. Trash Cans – emptied daily and liners replaced.
6. Dishes – cleaned after each use and put away in cabinet or room.

D. LAUNDRY ROOMS (DAILY)

1. Owners will remove all personal items from the laundry room prior to the detail starting.
2. Laundry rooms are off limits from 0600-1300 hours on duty days for cleaning and inspections.
3. Washers and dryers will be free of dirt, lint and dust.
4. Trash can will be washed out and lined with a clean trash bag.
5. Floor will be swept daily and mopped weekly.

E. POLICE CALL (DAILY): Soldiers living in the barracks have the responsibility in keeping both entrance/exit doors free of debris at all times. Soldiers living in the barracks will ensure the area around the barracks is maintained at a high state of police on the weekends.

F. INDIVIDUAL ROOMS: Rooms must present a clean and neat appearance. Billets residents are encouraged to arrange their furniture in a safe and attractive manner in compliance with fire and safety regulations. The Commander and the First Sergeant have the right to conduct health and welfare inspections on SQs at all times.

STANDARDS OF CLEANLINESS:

1. Rooms – Clean, free of dust and aired out.
2. Floors – Swept, mopped, stripped and waxed as needed.
3. Carpets/Rugs – Vacuumed, cleaned and free from dirt and stains.
4. Windows – Cleaned as needed. Window ledges may have plants displayed on ledges. They must be securely fastened and do not present a safety hazard. Boots, shoes etc. will not be displayed on outside ledges.
5. Refrigerators – Clean (no odors, no moldy or spoiled food) and defrosted as needed.
6. Ashtrays and Trashcans – Emptied daily.
7. Beds – Neatly made.
8. Furniture – Clean, dusted and stain free.
9. Laundry – placed inside clothes hamper, laundry basket or laundry bag.
10. Sinks – Clean, free from mildew, dirt and stains. Mirrors cleaned.
11. Latrine – Toilet clean, free from dirt and stains.
12. Showers – Free from mildew, soap film and stains.

7. SAFETY: Microwave and coffee makers are permitted, provided they are placed on a fireproof surface. Firearms and ammunition are not authorized in the barracks and will be stored in the unit arms room.

8. STORAGE: All objects placed in the storage, if space is available, will have the owner's name (Last, First, MI) attached.

9. SECURITY: Room doors will be secured when individuals are not in their rooms. All money, change, credit cards, checkbooks and checks will be located out of eyesight or in a lockable container. All personnel residing in the SQs are encouraged to list on a DA Form 4986 (Personal Property Record) all high dollar value items (\$50.00 and up) of personal property. Each item should be marked or etched with the owner's personal identification (i.e. social security number). Two (2) copies of this inventory will be prepared, one for the individual and one to be maintained in the company safe.

10. FURNITURE: The Commander or his representative will accomplish verification of the government furniture inventory. Room occupants will sign for the military furniture in their rooms on a DA Form 2062 (Hand Receipt). **No furniture will be moved from room to room without the approval from the Supply Sergeant or Company Commander, this includes moving furniture to the storage room. Hand receipts will be adjusted prior to any furniture moves.**

11. FIRE: In case of fire, the supporting fire department will be notified immediately upon the discovery of the fire. Reporting personnel will dial 117 and give name, location of fire (BLDG 1204, WAAF) and type, if known. Personnel who sound the alarm will remain at the alarm to help guide fire fighters to the scene. There are three (3) fire points. The Floor NCOIC will appoint a Monitor and Alternate for each point. At the sound of the alarm, all personnel will close their windows, turn off lights and close their doors before exiting the building in accordance with the evacuation diagram. Immediately after exiting, personnel will form at the gathering point indicated on the evacuation diagram.

12. QUIET HOURS: Quiet hours will be from 2200 to 0600 on nights preceding a unit duty day and from 2200 to 1000 hours on nights preceding a non-duty day. At all times, individuals must keep room activities and noise such as televisions, stereos and instrumental practice to levels that do not disturb other residents. Problems with other residents should first be politely addressed by the individual involved; further problems will be brought to the attention of the Floor NCOIC and if necessary the First Sergeant. Reoccurring incidents of loud music (i.e. more than once a month) may result in their stereo being boxed up and put in storage for a period of 30 days.

13. **VISITATION**: Visitors to residents' rooms are allowed providing compliance with the following:

- A. All residents of the room concur with the visit, if applicable.
- B. Rights of the other room occupants are observed (noise, smoking, etc.)
- C. Soldiers and their visitors must adhere to established quiet hours.
- D. If visitors violate quiet hours, they may be asked to leave the billets if directed by the Floor NCOIC, 1SG or Commander.
- E. Their parents or legal guardians will accompany all guests under the age of 18.
- F. Commander may restrict privileges of soldiers whose guest infringe on the privacy of or access to SQ facilities by bon fide occupants.
- G. Overnight guests are not allowed without approval of the Company Commander. Request to the Commander can be verbal or in writing. (See Example)
- H. Non overnight guests must vacate SQs NLT 2200 hrs on nights preceding a unit duty day and NLT 2400 hrs on night preceding a non duty day.**
- I. Visitors are not allowed to occupy soldier's billeting when soldier (sponsor) is not present in billet.**
- J. Guests that have approval of the Company Commander may not stay longer than 30 calendar days within a 12-month period.
- K. Dual military will live in separate rooms until government quarters become available.**

14. **SMOKING POLICY**: Smoking is not permitted in common areas. Smoking is permitted in individual rooms with the consent of all room residents. Smoking in bed is never permitted.

15. **PETS**: Fish in an aquarium that is well maintained are allowed in the billets. All other pets or animals are prohibited.

16. **LEAVE/PCS**: Personnel leaving the billets permanently will thoroughly clean their room and clear their hand receipt with supply. Prior to signing the outprocessing paperwork, the 1SG or Floor NCOIC will ensure that the soldier's room and bathroom are thoroughly cleaned to standard. The room will be inspected 24 hours prior to departure. To insure standards of cleanliness have been maintained. Prior to departure the room key will be turned into the 1SG.

17. ENERGY CONSERVATION: Billets' residents are strongly encouraged to help avoid the waste of heat, water and electricity.

- A. Windows should be kept closed while the heat is on.
- B. All faucets should be shut off when not in use.
- C. Use of hot water in showers should be kept to a comfortable minimum.
- D. Tenants are responsible for insuring that their visitors clean up after themselves.
- E. All lights should be switched off when not in use. Florescent bulbs should be used whenever possible.
- F. All appliances, TV's, stereos, etc., should be shut off and unplugged when not in use for extended periods of time (i.e., more than 30 days).
- G. Heater valves should be turned down to maintain a comfortable level.
- H. Residents should detect/correct conditions that result in the waste of natural resources.

18. REPAIRS: Residents will attempt to repair broken items in their rooms. If repairs are beyond individual capabilities, individuals will report it to the floor NCOIC. Floor NCOIC will report all repairs to the Company R&U representative.

19. COMMAND MAINTENANCE: Floor NCOIC will delegate responsibilities to barracks occupants IAW the enclosed checklist and ensure that all tasks are complete prior to the release of any individual.

WARREN C. FISHER
CPT , TC
Commanding.

Note: All changes have been emphasized in bold lettering.

CMD MAINTENANCE: BARRACKS

- ☐ Floor: Stripped, mopped, waxed and buffed.
- ☐ Kitchen: Thoroughly cleaned, including behind all major appliances.
- ☐ Laundry Room: Thoroughly cleaned, trash emptied.
- ☐ Barracks Rooms: Windows cleaned.

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AETV-SCS-MI

SUBJECT: Overnight Guest Authorization

FROM: _____

TO: Commander, HHC, 27th Trans. BN.

1. Request permission to have an overnight guest stay in my Room _____ during the period _____ to _____
2. The following information is provided:
 - a. Guest Name: _____
 - b. Age: _____
 - c. Gender: _____
3. I am fully aware that I am responsible for all actions that occur during my guests' stay

(Soldier's rank and signature)

4. FROM: Commander, HHC, 27th Trans. BN.

TO: _____

Approved / Disapproved

WARREN C. FISHER
CPT, TC
Commanding.